

**State of California**  
**Business, Consumer Services and Housing Agency**  
**California Department of Housing and Community Development**  
**DUTY STATEMENT**

**Division:** Housing Policy Development  
**Unit:** Land Use / Planning  
**Position Number:** 401-310-4800-002 (PS 1230)  
**Classification:** Staff Services Manager I  
**Working Title:** Housing Policy Manager  
**Location:** Sacramento, Headquarters  
**Incumbent:** Vacant  
**Effective Date:** TBD

**Department Statement:** You are a valued member of the Department's team. You are expected to work cooperatively with team members and others to enable the Department to provide the highest level of service possible. Your creativity and ingenuity are encouraged. Your efforts to maintain regular attendance and treat others fairly, honestly, and with respect are critical to the success of the Department's mission.

**Job Summary:** Under general direction, the Housing Policy Manager, is responsible for managing, training, and supervising staff in housing policy activities, with an emphasis on land use, planning, program development, program implementation and administration, and coordination with other teams and units. Responsibilities include, but are not limited to, managing direct reports across multiple policy and program functions, conducting research, report preparation, stakeholder outreach, and technical assistance activities. The incumbent also provides policy and legislative analyses, makes recommendations on housing and community development policies, and actively supports the Department's mission and policy priorities.

<b>% of Time</b>	<b>Essential Functions:</b>
35%	Manage professionals within the unit by providing oversight and guidance to staff in support of division mission. Manage direct reports and policy and program functions, research, report preparation, stakeholder outreach, and technical assistance activities. Responsible for ensuring complete, accurate, and effective work products and deadlines for all projects, reports, and assignments within the unit are met.
25%	Identify, arrange, and approve technical training needs of staff, and direct workflow on multiple department projects, programs, and strategic objectives concurrently. Strategically deploy staff to high priority departmental initiatives. Promote quality customer service. Establish and strengthen interdepartmental coordination. Develop procedures and policies to improve services and effective performance of programmatic activity. Assist management in measuring the past and potential

impact of policy decisions and activities. Identify and recommend organizational improvements.

20%	Serve as a Department expert on housing and community development policy, representing the Department as needed with external partners and in intergovernmental partnerships. Recommend course and direction for the Department and Division's activities. Provide technical expertise, policy analyses, advice and recommendations on housing and community development issues and legislation. Prepare research and policy briefs, reports, and multimedia presentations covering a variety of policy analysis and research topic areas. Perform formal presentations to program and executive staff, control agencies, and external stakeholders to explain and support policy positions, program implementation, and recommendations for adoption by the state and local governments in the interest of addressing the affordable housing crisis throughout the state.
15%	Communicate performance expectations, provide coaching and feedback to employees in accordance with department policies and procedures. Oversee personnel matters and other administrative functions as necessary. Conduct performance appraisals and individual work plans with regular performance feedback to staff. Conduct hiring interviews and complete personnel documentation to maintain adequate staffing levels and facilitate the recruitment process. Approve payroll reports, travel, and leave requests of staff pursuant to guidelines. Manage contracts with external consultants.
<b>% of Time</b>	<b>Marginal Functions:</b>
5%	Responsible for the completion of other projects, assignments, and budgeting tasks as directed by management.

**Special Requirements:** (Define all that apply)

**Travel:** Up to 5% statewide travel may be required.

**Supervision Exercised:** Directly supervises staff and provide training and advise staff on performance of their duties.

**Conflict of Interest (COI):** Form 700 reporting required.

**Background Check:** None

**Live Scan:** None

**Bilingual, specify language:** None

**License/Certification:** None

**Medical Clearance:** None

**Other, please specify:** None

**Physical Requirements:** The position requires the ability to sit, stand, read, communicate, and work on a computer for extended periods of time.

**Working Conditions (In Office):** The incumbent works in an office setting that is air conditioned and may be in a high-rise building with elevator access, cubicle, or office with natural and artificial lighting.

**Working Conditions (Telework):** The incumbent is required to maintain safe working conditions at the approved alternate work location and abide by the Department's Ergonomic Program guidelines and agrees to maintain a distraction-free remote work environment.

**Administrative Responsibility:** The incumbent advises Executive leadership on both specific and general policy issues affecting Departmental programs and will support the Department's capacity to obtain funds to manage programs in support of the Department's mission and policies.

**Personal Contacts:** The incumbent will serve as the main contact between the assigned Housing Policy Development Division activities and a wide variety of internal external stakeholders.

**Consequence of Error:** This position has responsibility to help ensure that the principles and practices of the Division are carried out and implemented in accordance with the Department's mission, policies, and procedures, as well as federal, state, and local laws. Lack of knowledge, inaccurate work, misunderstanding, poor judgement, or inadequate analyses could result in misleading information being provided to the Department, state and local agencies or create misleading perceptions.

**Diversity, Equity, and Inclusion:** All employees at HCD are expected to uphold the values of diversity, equity, and inclusion (DEI) which includes being committed to fostering an environment in which employees from a variety of backgrounds, cultures, and personal experiences feel welcomed and can thrive. Staff are expected to be respectful of differences, treat others with respect, encourage others to participate, foster innovations, and stay committed to all DEI efforts in the workplace.

**Equal Employment Opportunity:** All HCD employees are expected to conduct themselves in a professional manner that demonstrates respect for all employees and others they come in contact with during work hours, during work-related activities, and anytime they represent the Department. Additionally, all HCD employees are responsible for promoting a safe and secure work environment, free from discrimination, harassment, inappropriate conduct, or retaliation.

*I have read and understand the duties and requirements listed above and am able to perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation may be necessary, or if unsure of a need for reasonable accommodation, inform the hiring supervisor.)*

Employee Name: \_\_\_\_\_

Date: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

*I certify this duty statement represents an accurate description of the essential functions of this position. I have discussed the duties and have provided a copy of this duty statement to the employee named above.*

Supervisor Name: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_

\*Please return the signed original duty statement to the Human Resources Branch to be filed in the Official Personnel File.